

STAT

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington 25, D. C.

September 8, 1959

STAT

Records Management Officer
Central Intelligence Agency
1717 H Street, N. W.
Washington 25, D. C. STOP 64

Dear

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During the week of September 20, 1959, the Regional Directors, National Archives and Records Service, from all regions of the General Services Administration are meeting here in Washington.

As usual, one of the features of the program will be a dinner for the Regional Directors. We are also inviting key officials of the General Services Administration and a number of people who are active leaders in the field of records management in the Government agencies. As in previous years, any remarks will be both short and informal. There will be ample opportunity for discussion among those interested in records management.

You are cordially invited to attend the dinner, which will be held at the Crystal Room, Commissioned Officers Mess, Naval Gun Factory, M at 8th Streets, S. E., on Thursday, September 24, 1959, at 7:30 p.m. Good parking is available. The total cost of the dinner will be \$3.00. Cocktail facilities will be available beginning at 6:30 p.m.

I hope you can arrange to be present on this occasion. If you desire to extend this invitation to additional members of your staff, please do so. It will be appreciated if you will let us know whether you can or cannot come as soon as possible after the receipt of this invitation and not later than Friday, September 18 (telephone Mrs. Anna Kopp, Code 1225, Extension 360). We can probably help you find transportation, if you need it.

Sincerely yours

Herbert E. Angel

Herbert E. Angel
Assistant Archivist of the United States
Office of Records Management

\$9.00

Check to:

E. Angel

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Mailed 9/18/59